

Organization Name: _____

Christmas Parade Rules - Read & initial each line & share with all participants

_____ All vehicles that will be operated in the parade **MUST** have automobile liability insurance. Proof of insurance must be submitted at the time the application is submitted. **Applications will not be accepted without proof of insurance.**

_____ There is only **ONE** Santa in the parade – he has already accepted our invitation to attend. No other entries may dress in a full Santa costume. However, we do encourage dressing in Santa hats, elf or other costumes to fit the parade theme!

_____ All entries **must** incorporate the parade theme in some way! Entries should actively participate and engage the spectators according to entry type. Entries that do not incorporate the parade theme and/or promote the parade theme are prohibited.

_____ Staging information will be emailed to the contact person **NO LATER** than 3 days prior to the event. This includes the time in which each entry is to arrive at the staging area. **Contact persons are responsible for informing their participants of the entry's row and unit number.**

_____ All entries must pick up their Row/Unit Card at check-in. **This card must be visible at all times throughout the parade. Vehicles must place this card on the passenger side under the windshield wiper. Marching/walking units must have their lead walker visibly display the Row/Unit card.**

_____ **Vehicles in the staging area and along the parade route may not be left unattended at any time!** An authorized adult must be with the vehicle in the staging area in the event the vehicle must be moved. Only parade vehicles will be allowed in the staging area – no temporary vehicles or drop-offs will be allowed! There is a designated drop-off zone.

_____ **No selling of any merchandise, fund-raising items, food, or drinks** is allowed in the staging area or along the parade route.

_____ All vehicles are limited to **one (1) attached trailer**. Trailers may not be attached to other trailers. All trailers must be insured, inspected, licensed and lighted in order to participate in the parade.

_____ Participants **jumping on or off a moving vehicle will cause that entry to be immediately removed and disqualified** from the parade. **NO EXCEPTIONS!** If someone must get on or off an entry, that vehicle must come to a complete stop first.

_____ **Nothing can be thrown into the crowd** (including candy or confetti) from any vehicle, float, or marching unit. However, wrapped candy and promotional materials, may be **HANDED** to spectators by walking next to parade entry and giving items to spectators by the curb.

_____ All dogs in the Animal category must be dressed up, on a leash and walk with the designated group. Those bringing animals are responsible for cleaning up after the animals.

_____ A distance of 2-3 car lengths should be maintained between parade units at all times. Vehicles should travel at approximately 2 miles per hour (walking speed). The adult in charge of the unit is responsible for keeping the unit moving along the parade route. Parade Marshals and Group Marshals will monitor the distance between vehicles. **Please cooperate with instructions given by the Marshals.**

_____ Entries may come to a stop in front of the reviewing stand for no more than 15 seconds to be judged. **Entries will be judged on originality/creativity, presentation of the theme, effort/participation, spirit/enthusiasm, and representation of the organization. Please be respectful of time in the judging area.**

By initialing this form, I confirm that I have read the above rules, agree to abide by all rules, and have shared this document with all members of my parade group.

ALL REQUIREMENTS

DUE MONDAY,

NOVEMBER 25, 2024:

1. Complete online application - [LINK](#)
2. Email initialed rules sheet to event organizers
3. Email copy or photo of insurance for any vehicles in the parade to event organizers
4. Entry fee of **NEW, UNWRAPPED TOYS** dropped off at **Heights Recreation Center**, 711 W Arapaho Rd Richardson, Tx 75080. Open Monday-Thursday 6am-10pm, Friday 6am-9pm, Saturday 8am-5pm, & Sunday 11am-5pm. Multiple toy donations are highly encouraged for groups. **Please no skateboards, bicycles, or scooters.**

Event Organizers' Contact Information: Margaret.trame@cor.gov, Heidi.scalice@cor.gov or 972-744-7850